



Pride of the Ojibwe

13394 W Trepania Road . Hayward . Wisconsin . 54843

Phone 715-634-8934 . Fax 715-634-4797

Job Announcement

CHIEF FINANCIAL OFFICER

Organization: Lac Courte Oreilles Tribal Government
Job Title: Chief Financial Officer
Posting Date: April 15, 2016
Closing Date: Open until filled
Salary: Based on experience/Full Benefits
Job Location: Lac Courte Oreilles Tribal Administration Office

Position Summary:

The Chief Financial Officer will plan, direct, and coordinate the activities relating to accounting, fiscal reporting, debt management, treasury functions including cash management, investments, sales tax administration, risk management, and purchasing. Work is performed in accordance with the Government Accounting Standards Board (GASB) "Basic Financial Statements - and Management's Discussion and Analysis for State and Local Government," statutory procedures, and broad policies as prescribed by the Lac Courte Oreilles Tribal Governing Board which holds the Chief Financial Officer responsible for the effectiveness of departmental programs. The Chief Financial Officer reports to the Secretary/Treasurer of the Tribal Governing Board.

Qualifications:

- Must possess a Bachelor of Science Degree in Accounting, Business or Finance.
- Must be currently licensed as a CPA.
- Knowledge of Tribal Government Operations.
- Knowledge of Government finance administration and accounting principles and practices.
- Knowledge of investment fund management and debt administration.
- Knowledge of risk management and insurance.
- Knowledge of Purchasing and materials management.
- Must pass criminal, credit and background checks.
- Valid WI Driver's License.

Duties and Responsibilities:

- Shall be responsible for and direct all facets of fiscal control functions of the Tribe.
- Advise the Tribal Governing Board of fiscal state of the Tribe.
- Formulation and execution of broad policy and provide immediate technical supervision.
- Responsible for the preparation of the monthly, annual and other financial reports.
- Directs and participates in management studies, and reports on complex financial analysis and organizational and administrative policies.
- Coordinates debt management, cash flow, and bond sales.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality management.
- Ensure the timely completion of A133 audits.

- Negotiate tribal indirect cost rate agreements.
- Coordinate, prepare and compile financial statements of independent tribal organizations and provides summary analysis to Tribal Governing Board.
- Ability to plan, organize, and direct activities related to activities of divisions dealing with financial reporting and accounting, purchasing and warehousing, risk management, cash management, business licensing and sales tax administration and collection, investments, and debt management.
- Perform a broad range of supervisory responsibilities of Accounting Department and Contracts Staff.
- Communicate effectively one-on-one and in small or large group settings.
- Produce clear and concise documents and reports.
- Work cooperatively with others.
- Perform other duties as assigned.

Experience and Training:

Five years of experience in managing a medium-to-large scale public agency finance department, including three years of experience at a policy determination level. Other combinations of experience and education that meets the stated requirements may be substituted at the discretion of the Lac Courte Oreilles Tribal Governing Board.

Application:

Submit completed LCO Employment Application, letter of interest, resume, and at least three (3) personal references to:

Lac Courte Oreilles Tribal Government
ATTN: Human Resources
13394 W Trepania Road
Hayward, WI 54843

Preference will be extended first to Lac Courte Oreilles Tribal Members, to other American Indians then all other qualified applicants who meet the minimum qualifications of the position. This is in accordance with the Lac Courte Oreilles Personnel Policy Manual.